

Agenda

Maryland Pain Initiative

10/23/2001

American Pain Foundation (APF) Office:
201 North Charles Street
Suite 710
Baltimore, MD

Meeting called by: Cathy Jackson

Type of meeting:

Steering Committee Meeting



Facilitator: Cathy Jackson; Karen Crosby

Note taker: Micke A. Brown

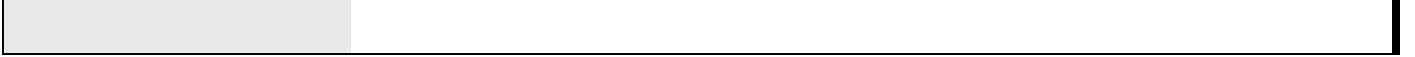
Attendees: Cathy Jackson, Karen, Crosby, Micke A. Brown, Yvette Colon, Andre Bathalon, Jennifer Parr, Marcia Strittmatter, John Giglio

Agenda topics

Minutes for Approval	Micke Brown
Goals/Objectives & Strategic Planning Weekend	Cathy Jackson
Membership	Group
Tax ID	Cathy Jackson for Mary Vargas
Website	Yvette Colon
Stop Pain Now Campaign	John Giglio
Upcoming Events/ Open Forum	Group

Special notes:

Upcoming Events include: EOL Care for SW 11/9-10, ASPMN Maryland Chapter Meeting 11/14/01, U of Md "Pain, The Fifth Vital Sign" for the School of Nursing and Medical Center, 11/7/01.



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Minutes for Approval

Micke Brown

Discussion: Meeting was called to order @ 1825; Minutes of the August meeting were reviewed.

Debate: none

Conclusions: Minutes were accepted with corrections.

Action items: none

Person responsible:

Deadline:

Micke Brown

N/A

Goals/Objectives & Strategic Planning		Cathy Jackson
Discussion: Goals & Objectives will be the basis for the strategic planning session this Saturday. Mary Bennett will lead the group. All members of the steering committee are urged to attend. Plan will to complete the session early afternoon.		
Debate: None		
Conclusions: APF location from 0830-1430. Meals will be provided. Breakfast will be available at 0830 with plans to begin at 0900		
Action items: none	Person responsible: Cathy Jackson	Deadline:
Membership		Group
Discussion: Excel spreadsheet requires updating with corrections and additions of new members.		
Debate: Who is the best person to keep originals and maintain listing was discussed		
Conclusions Marcia Stittmatter, as membership chair, should maintain current listings. Further membership details will be discussed as key agenda item for strategic planning.		
Action items: Marcia Strittmatter will be forwarded the most recent spreadsheet by Cathy Jackson. All new member queries should be forwarded to Marcia. Marcia will provide current listings and forward regular updates to Micke for distribution of minutes and reminders of meetings, etc.	Person responsible: All	Deadline: Ongoing

Tax ID		Cathy Jackson for Mary Vargas	
Discussion: Meeting was postponed with legal firm due to national tragedy. Immediate decision is required: a Board of Directors is required to complete the filing requirements for the articles of incorporation. Bylaws are needed and suggested to be modeled from other non-profits.			
Debate: Paper filing is process for 2002. Current Steering Committee will serve as the Board of Directors. Elections shall be planned for 2002.			
Conclusions: Current officers are: Cathy Jackson & Karen Crosby as Co-Chairs, Micke Brown as Secretary, Andre Bathalon as Treasurer. All other members of the steering committee shall be considered Directors. MPI will be primary organization and will start with one tax ID with option to amend as organization needs require.			
Action items: Process to be continued as planned. Bylaws will be discussed in strategic planning		Person responsible: Mary Vargas and Cathy Jackson	Deadline: Ongoing
Website		Yvette Colon	
Discussion: Live status, option for expansion, link policy pending, professional version consumer corners, support groups were suggested. Request for email address was made.			
Conclusions: Further expansion ideas & tactics to be discussed during strategic planning.			
Action items: Yvette will discuss option of MPI using email access via APF system		Person responsible: Yvette	Deadline: Ongoing

Stop Pain Now Campaign		John Giglio
Discussion: John briefed committee about the possibility for the creation of a staff position to support MPI. Investigation about funding thru a grant for APF/ACS/AACPI as an effort to expand public awareness for this region is in process.		
Debate: none		
Conclusions: None		
Action items: None	Person responsible:	Deadline:
Upcoming Events/Open Forum		Group
Discussion: Addition to Website of all local/state/regional seminars to be part of strategic planning discussion		
1) See top page, agenda section for updates on seminars		
2) Cathy Jackson made a formal apology to Mary Vargas and Marcia Strittmatter. Due to Email failure, both members were not reached about September cancellation of the MPI meeting and traveled into Baltimore from long distances. A Call tree option was discussed to prevent this in the future. Due to upcoming winter weather, it was suggested that a call to the APF office in advance of starting the travel might be another option to consider.		
3) Brochure development was discussed and copy will be available on the Website		
4) Update on the DEA response during the Consensus Statement at the National Press Club was provided by Micke	Person responsible:	Deadline:
5) D.C. affiliation with MPI suggested as agenda item for strategic planning was made.		

November Meeting		Group	
Discussion: Next meeting is scheduled for November 27, 2001.			
Conclusions: October meeting adjourned @ 1935.			
Action items: none		Person responsible:	Deadline: